



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

April 18, 2014

United States Department of Education  
Office of Special Education Programs  
Potomac Center Plaza  
Mail Stop 2600, Room 4166  
550 12<sup>th</sup> Street SW  
Washington, DC 20202

To Whom It May Concern:

Enclosed is the original Federal Fiscal Year (FFY) 2014 Michigan application under Part C of the Individuals with Disabilities Education Act (IDEA). All of the required elements of the application are enclosed.

Michigan has attached the remaining policies, procedures, methods, and descriptions, as required in the FFY 2013 Application Conditional Approval.

Per the June 26, 2013 Memorandum (Stop the Clock Memo) and technical assistance from OSEP staff, Michigan is submitting new policies regarding the (Section II.A.3.a) System of Payments; (Section II.A.3.b) Method; (Section II.A.4.a) Evaluation and Assessment; (Section II.A.10) Intra-Agency Agreement regarding Early Childhood Transition; and pertinent sections of the Michigan State Plan.

Michigan applied for, and was awarded, the Race to the Top-Early Learning Challenge (RTT) grant in 2014. In the RTT application, a governing body was adopted by all agencies involved as a vehicle to resolve disputes. Per guidance from the Michigan OSEP State Contact, Marsha Goldberg, the governing body in this initiative meets the Method requirement under Part C.

On January 28, 2014, the Michigan Department of Education requested public comment on the Michigan Part C of the IDEA FFY 2014 application. The period of public participation extended from January 28, 2014, through March 29, 2014. Two public hearings were held on February 27 and March 6, 2014, to receive public comment.

STATE BOARD OF EDUCATION

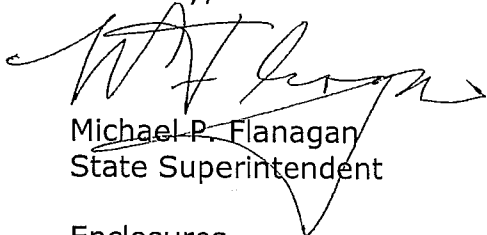
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Page 2 – Michigan FFY 2014 Part C Application  
April 18, 2014

If you have any questions or need additional information, please contact  
Vanessa Winborne, Part C Coordinator, at (517) 335-4865 in the Office of Great  
Start/Early Childhood Education and Family Services.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Flanagan", written over the printed name and title.

Michael P. Flanagan  
State Superintendent

Enclosures

OMB NO. 1820-0550  
Expires: 08/31/2014

**ANNUAL STATE APPLICATION UNDER PART C OF THE  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED IN 2004  
FEDERAL FISCAL YEAR (FFY) 2014**

CFDA No. 84.181A

ED FORM No. 1 B20--26P

**UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION PROGRAMS  
Washington, DC 20202-2600**

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits (20 U.S.C. 1433; 20 U.S.C. 1435). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1820-0550. Note: Please do not return the completed Annual State Application form to this address.

## Section I

## A. Submission Statements for Part C of IDEA

Select 1 or 2 below. Check 3 if appropriate.

1. ☒ The State's policies, procedures, methods, descriptions, certifications, and assurances meet all application requirements of Part C of the Act as found in the Individuals with Disabilities Education Act (IDEA), codified at 20 U.S.C. 1431 through 1443 and the Part C regulations in 34 CFR Part 303. The State is able to provide and/or meet all policies, procedures, methods, descriptions, and assurances, found in Sections II.A and II.B of this Application.

By selecting this submission statement the State either has on file with the Secretary or has submitted new or revised State policies, procedures, methods, and descriptions that meet all requirements found in Section II.A.

2. ☐ The State cannot provide the policies, procedures, methods, descriptions, and/or assurances for all application requirements of Part C of the Act as found in Part C of the IDEA, 20 U.S.C. 1431 through 1443 and the Part C regulations in 34 CFR Part 303. The State has determined that it is unable to provide the policies, procedures, methods, descriptions, and/or assurances that are checked 'No' in Sections II.A and II.B. However, the State assures that throughout the period of this grant award the State will operate consistent with all requirements of IDEA in 20 U.S.C. 1431 through 1443 and the final Part C regulations in 34 CFR Part 303. The State will develop and/or make such changes to existing policies, procedures, methods, descriptions, and assurances as are necessary to bring the policies, procedures, methods, descriptions, and assurances into compliance with the requirements of the IDEA Part C Act and regulations, as amended, as soon as possible, and not later than June 30, 2015. The State has included the date by which it expects to complete necessary changes associated with policies, procedures, methods, descriptions, and assurances marked 'No'. The items checked 'Yes' in Section II.A are enclosed with this application as revised or new or are identified as "OF" already on file with the Secretary.<sup>1</sup>

Optional:

3. ☒ The State is submitting new or modified State policies and procedures previously submitted to the Department and checked in Section II.A, "N", "R" or "OF" cell(s) found in the 'Yes' column. These modifications are a result of: (1) the State revising its applicable State law or regulations; (2) changes required by the Secretary due to new interpretation of the Act or regulations by a Federal court or the State's highest court; and/or (3) because of an official finding of noncompliance with Federal law or regulation.

## B. Conditional Approval for Current Grant Year

If the State received conditional approval for the current grant year, check the statement(s) below:

## 1. Conditional Approval Related to Assurances in Section II.A:

- ☐ a. Sections II.A and II.B reflect completion of all issues identified in the FFY 2013 conditional approval letter (attach any additional documentation required by the FFY 2013 letter).  
☒ b. As noted in Sections II.A and II.B, the State has not completed all issues identified in the FFY 2013 conditional approval letter.

## 2. Conditional Approval Related to Other Issues:

- ☐ a. The State previously submitted documentation of completion of all issues identified in the FFY 2013 conditional approval letter.  
☒ b. The State is attaching documentation of completion of all issues identified in the FFY 2013 conditional approval letter. *(Attach documentation showing completion of all issues.)*  
☐ c. The State has not completed all issues identified in the FFY 2013 conditional approval letter. *(Attach documentation showing completion of any issues and a list of items not yet completed.)*

<sup>1</sup> If Option 2 is checked, the State is to provide dates in Sections II.A and II.B as to when the required policies, procedures, methods, descriptions, and assurances will be provided, which date can be no later than June 30, 2015.



## Section II

### A. State Policies, Procedures, Methods, and Descriptions

As checked below, the State hereby declares that it has or has not filed the following policies, procedures, methods, and descriptions with the U.S. Department of Education, and, as of the date of the signature below, affirms and incorporates by reference those policies, procedures, methods, and descriptions with respect to Part C of the Individuals with Disabilities Education Act (IDEA or Act) in 20 U.S.C. 1431 - 1443 and the final Part C regulations in 34 CFR Part 303 (Part C). By submission of this Section II, the State assures that throughout the period of this FFY 2014 grant award, the State will operate consistent with all requirements of Part C of the IDEA in 20 U.S.C. 1431 through 1443 and the final Part C regulations in 34 CFR Part 303. The State will develop and/or make such changes to existing policies, procedures, methods, descriptions, and assurances as are necessary to bring the policies, procedures, methods, descriptions, and assurances into compliance with the requirements of the IDEA Part C Act and final regulations by the date indicated below and not later than June 30, 2015.

Check and enter date(s) as applicable. Enclose relevant documents.			<i>N = 'New' Policy and/or Procedure</i> <i>R = 'Revised' Policy and/or Procedure</i> <i>OF = Policy and/or Procedure is already 'On File' with the USDE</i>
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)	<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>	<b>State Policies, Procedures, Methods, and Descriptions</b>
			<b>Subpart C – State Policies and Procedures</b>
		X	1. Each application must include the name of the State lead agency, as designated under §303.120, that will be responsible for the administration of funds provided under this part. (34 CFR §303.201)
		X	2. Each application must include a description of services to be provided under Part C to infants and toddlers with disabilities and their families through the State's system. (34 CFR §303.203(a))
			3. Each application must include the State's policies and procedures regarding the identification and coordination of all available resources within the State from Federal, State, local, and private sources as required under subpart F of 34 CFR Part 303.  <i>The State must have policies and procedures that meet the requirements listed in 3(a) and the methods identified in 3(b), and must provide responses to those</i>

Check and enter date(s) as applicable. Enclose relevant documents.			N = 'New' Policy and/or Procedure R = 'Revised' Policy and/or Procedure OF = Policy and/or Procedure is already 'On File' with the USDE	
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>		<b>State Policies, Procedures, Methods, and Descriptions</b>
				entries. If the State has not adopted a system of payments, it may respond "NA" to 3(a).
		X		(a) If the State has adopted a system of payments, each application must include any policies or procedures adopted by the State as its system of payments and those policies and procedures must meet the requirements in §§303.510, 303.520 and 303.521 (regarding the use of public insurance or benefits, private insurance, or family costs or fees).  (34 CFR §303.203(b)(1))  <i>The policies and procedures listed in 3(a) are optional. Enter 'NA' in the cells to the left if the State has elected not to adopt a system of payments (which includes a system to use public insurance or benefits or private insurance or family fees to pay for Part C services); otherwise check the appropriate response under the 'Yes' column and, if checking 'N' or 'R', attach policies and procedures.</i>  <i>The State's response under 3(a) of Section II.A must match the State's response under Section IV.A.</i>
X				(b) Each application must include the methods (State law, regulation, signed interagency or intra-agency agreements or other appropriate written method(s) approved by the Secretary) used by the State to implement the payor of last resort and fiscal responsibility requirements in §303.511(b)(2) and (3).  (34 CFR §303.203(b)(2))  <i>If the State uses signed interagency agreements or "other appropriate written method(s)" to meet</i>

Check and enter date(s) as applicable. Enclose relevant documents.				<i>N = 'New' Policy and/or Procedure</i> <i>R = 'Revised' Policy and/or Procedure</i> <i>OF = Policy and/or Procedure is already 'On File' with the USDE</i>
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>		<b>State Policies, Procedures, Methods, and Descriptions</b>
				<i>the requirements in 3(b), please check 'N' or 'R' and submit with the application. If the State's method is a State statute or regulation, the State does not need to submit that method (the statute or regulation) with its application.</i>
X				4. Each application must include the State's rigorous definition of developmental delay as required under §§303.10 and 303.111. Each Statewide system must include the State's rigorous definition of <u>developmental delay</u> , consistent with §§303.10 and 303.203(c), that will be used by the State in carrying out programs under Part C of the Act in order to appropriately identify infants and toddlers with disabilities who are in need of services under Part C of the Act. The definition must--  (a) Describe, for each of the areas listed in §303.21(a)(1), the evaluation and assessment procedures, consistent with §303.321, that will be used to measure a child's development; and  (b) Specify the level of developmental delay in functioning or other comparable criteria that constitute a developmental delay in one or more of the developmental areas identified in §303.21(a)(1).  (34 CFR §§303.203(c) & 303.111)
NA	NA	NA	NA	5. If the State provides services under Part C to at-risk infants and toddlers through the statewide system, the application must include--  (a) The State's definition of at-risk infants and toddlers with disabilities who are eligible in the State for services under Part C (consistent with §§303.5 and 303.21(b)); and  (b) A description of the early intervention services

Check and enter date(s) as applicable. Enclose relevant documents.				<i>N = 'New' Policy and/or Procedure</i> <i>R = 'Revised' Policy and/or Procedure</i> <i>OF = Policy and/or Procedure is already 'On File' with the USDE</i>
Yes  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		No  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
N	R	OF		State Policies, Procedures, Methods, and Descriptions
				<p>provided under Part C to at-risk infants and toddlers with disabilities who meet the State's definition described in §303.204(a).</p> <p>(34 CFR §303.204).</p> <p><b><i>The policies and procedures listed in 5 are optional (i.e., they only apply if the State opts to serve at-risk children). Enter 'NA' in the cells to the left if the State has elected not to provide services under Part C to at-risk infants and toddlers; otherwise check the appropriate response under the 'Yes' column and, if checking 'N' or 'R', attach the definition and description.</i></b></p>
X				<p>6. Each State application must include a description of the State's use of funds under Part C for the fiscal year or years covered by the application. The description must be presented separately for the lead agency and the State Interagency Coordinating Council (Council), and include the information required in attached Section III of this application. (34 CFR §303.205)</p>
		X		<p>7. Each application must include the State's policies and procedures that require the referral for early intervention services under Part C of specific children under the age of three, as described in §303.303(b) (which includes children who are the subject of a substantiated case of abuse or neglect, or directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure). (34 CFR §303.206)</p>
		X		<p>8. Each application must include a description of the procedure used by the State to ensure that resources are made available under Part C for all geographic areas within the State. (34 CFR §303.207)</p>

Check and enter date(s) as applicable. Enclose relevant documents.			<i>N = 'New' Policy and/or Procedure</i> <i>R = 'Revised' Policy and/or Procedure</i> <i>OF = Policy and/or Procedure is already 'On File' with the USDE</i>	
<b>Yes</b> (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			<b>No</b> (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)	
N	R	OF		State Policies, Procedures, Methods, and Descriptions
		X		9. Each application must include a description of the policies and procedures used by the State to ensure that, before adopting any new policy or procedure (including any revision to an existing policy or procedure) needed to comply with Part C of the Act and 34 CFR Part 303, the lead agency-- <ul style="list-style-type: none"> <li>(1) Holds public hearings on the new policy or procedure (including any revision to an existing policy or procedure);</li> <li>(2) Provides notice of the hearings held in accordance with §303.208(b)(1) at least 30 days before the hearings are conducted to enable public participation; and</li> <li>(3) Provides an opportunity for the general public, including individuals with disabilities, parents of infants and toddlers with disabilities, EIS providers, and the members of the Council, to comment for at least 30 days on the new policy or procedure (including any revision to an existing policy or procedure) needed to comply with Part C of the Act and 34 CFR Part 303.</li> </ul> (34 CFR §303.208(b))
X				10. (a) <u>Application Requirements</u> : Each State must include the following in its application: <ul style="list-style-type: none"> <li>(1) A description of the policies and procedures it will use to ensure a smooth transition for infants and toddlers with disabilities under the age of three and their families from receiving early intervention services under Part C to preschool or other appropriate services (for toddlers with disabilities) or exiting the program for infants and toddlers with disabilities.</li> </ul>

Check and enter date(s) as applicable. Enclose relevant documents.			N = 'New' Policy and/or Procedure R = 'Revised' Policy and/or Procedure OF = Policy and/or Procedure is already 'On File' with the USDE	
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>		<b>State Policies, Procedures, Methods, and Descriptions</b>
X				(2) A description of how the State will meet each requirement in §303.209(b) through (f). (3) (i)(A) If the lead agency is not the SEA, an interagency agreement between the lead agency and the SEA; or (B) If the lead agency is the SEA, an intra-agency agreement between the program within that agency that administers Part C of the Act and the program within the agency that administers section 619 of the Act (ii) To ensure a seamless transition between services under Part C and under Part B of the Act, an interagency agreement under paragraph (a)(3)(i)(A) of this section or an intra-agency agreement under paragraph (a)(3)(i)(B) of this section must address how the lead agency and the SEA will meet the requirements of paragraphs (b) through (f) of this section (including any policies adopted by the lead agency under §303.401(d) and (e)), §303.344(h), and 34 CFR 300.101(b), 300.124, 300.321(f) and 300.323(b). (4) Any policy the lead agency has adopted under §303.401(d) and (e). (b) <u>Notification to the SEA and appropriate LEA.</u> The State must ensure that-- (1) Subject to paragraph (b)(4) of this section, not fewer than 90 days before the third birthday of the toddler with a disability if that toddler may be eligible for preschool services under Part B of the Act, the lead agency notifies the SEA and the LEA for the area in which the toddler resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B of the Act, as determined in accordance with State law; or (2) Subject to paragraph (b)(4) of this section, if



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<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>		
				<b>State Policies, Procedures, Methods, and Descriptions</b>  the lead agency determines that the toddler is eligible for early intervention services under Part C of the Act more than 45 but less than 90 days before that toddler's third birthday and if that toddler may be eligible for preschool services under Part B of the Act, the lead agency, as soon as possible after determining the child's eligibility, notifies the SEA and the LEA for the area in which the toddler with a disability resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B of the Act, as determined in accordance with State law; or (3) Subject to paragraph (b)(4) of this section, if a toddler is referred to the lead agency fewer than 45 days before that toddler's third birthday and that toddler may be eligible for preschool services under Part B of the Act, the lead agency, with parental consent required under §303.414, refers the toddler to the SEA and the LEA for the area in which the toddler resides; but, the lead agency is not required to conduct an evaluation, assessment, or an initial IFSP meeting under these circumstances; (4) The notification required under paragraphs (b)(1), (2), and (3) of this section is consistent with any policy that the State has adopted, under §303.401(e), permitting a parent to object to disclosure of personally identifiable information. (c) <u>Conference to discuss services.</u> The State must ensure that— (1) If a toddler with a disability may be eligible for preschool services under Part B of the Act, the lead agency, with the approval of
		X		

Check and enter date(s) as applicable. Enclose relevant documents.			N = 'New' Policy and/or Procedure R = 'Revised' Policy and/or Procedure OF = Policy and/or Procedure is already 'On File' with the USDE	
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)	
<b>N</b>	<b>R</b>	<b>OF</b>		<b>State Policies, Procedures, Methods, and Descriptions</b>
				<p>the family of the toddler, convenes a conference, among the lead agency, the family, and the LEA not fewer than 90 days--and, at the discretion of all of the parties, not more than 9 months--before the toddler's third birthday to discuss any services the toddler may receive under Part B of the Act.</p> <p>(2) If a toddler with a disability is determined to not be potentially eligible for preschool services under Part B of the Act, the lead agency, with the approval of the family of that toddler, makes reasonable efforts to convene a conference among the lead agency, the family, and providers of other appropriate services for the toddler to discuss appropriate services that the toddler may receive.</p> <p>(d) <u>Transition plan.</u> The State must ensure that for all toddlers with disabilities –</p> <p>(1)(i) It reviews the program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year; and</p> <p>(ii) Each family of a toddler with a disability who is served under Part C is included in the development of the transition plan required under this section and §303.344(h);</p> <p>(2) It establishes a transition plan in the IFSP not fewer than 90 days--and, at the discretion of all of the parties, not more than 9 months--before the toddler's third birthday; and</p> <p>(3) The transition plan in the IFSP includes, consistent with §303.344(h), as appropriate—</p> <p>(i) Steps for the toddler with a disability</p>



Check and enter date(s) as applicable. Enclose relevant documents.			N = 'New' Policy and/or Procedure R = 'Revised' Policy and/or Procedure OF = Policy and/or Procedure is already 'On File' with the USDE	
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>		<b>State Policies, Procedures, Methods, and Descriptions</b>
X		NA		<p>and his or her family to exit from the Part C program; and</p> <p>(ii) Any transition services that the IFSP Team identifies as needed by that toddler and his or her family.</p> <p>(e) <u>Transition conference and plan meeting requirements.</u> Any conference conducted under paragraph (c) of this section or meeting to develop the transition plan under paragraph (d) of this section (which conference and meeting may be combined into one meeting) must meet the requirements in §§303.342(d) and (e) and 303.343(a).</p> <p>(f) <u>Applicability of transition requirements.</u></p> <p>(1) The transition requirements in paragraphs (b)(1) and (2), (c)(1), and (d) of this section apply to all toddlers with disabilities receiving services under this part before those toddlers turn age three, including any toddler with a disability under the age of three who is served by a State that offers services under §303.211.</p> <p>(2) In a State that offers services under §303.211, for toddlers with disabilities identified in paragraph (b)(1) of this section, the parent must be provided at the transition conference conducted under paragraph (c)(1) of this section: (i) An explanation, consistent with §303.211(b)(1)(ii), of the toddler's options to continue to receive early intervention services under this part or preschool services under section 619 of the Act; (ii) The initial annual notice referenced in §303.211(b)(1).</p> <p>(3) For children with disabilities age three and older who receive services pursuant to §303.211, the State must ensure that it satisfies the separate transition requirements in §303.211(b)(6)(ii).</p> <p>(34 CFR §303.209)</p>

Check and enter date(s) as applicable. Enclose relevant documents.				<i>N = 'New' Policy and/or Procedure</i> <i>R = 'Revised' Policy and/or Procedure</i> <i>OF = Policy and/or Procedure is already 'On File' with the USDE</i>
Yes  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		No  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
N	R	OF		State Policies, Procedures, Methods, and Descriptions
		X		11. Each application must contain a description of State efforts to promote collaboration among Head Start and Early Head Start programs under the Head Start Act (42 U.S.C. 9801, <u>et seq.</u> , as amended), early education and child care programs, and services under Part C. (34 CFR §303.210)
		X		12. Each application must include, as required by Section 427 of the General Education Provisions Act (GEPA), a description of how the State has identified barriers and developed strategies to address the barriers and has provided a description of the steps the State is taking to ensure equitable access to, and participation in, Part C. (34 CFR §303.212(a))
NA	NA	NA	NA	13. (a) (1) A State may elect to include in its application for a grant under Part C a State policy, developed and implemented jointly by the lead agency and the SEA, under which a parent of a child with a disability who is eligible for preschool services under section 619 of the Act and who previously received early intervention services under Part C, may choose the continuation of early intervention services under Part C for his or her child after the child turns three until the child enters, or is eligible under State law to enter, kindergarten or elementary school. (2) A State that adopts the policy described in paragraph (a)(1) of this section may determine whether it applies to children with disabilities-- (i) From age three until the beginning of the school year following the child's third birthday; (ii) From age three until the beginning of the school year following the child's fourth birthday; or (iii) From age three until the beginning of the school year following the child's fifth

Check and enter date(s) as applicable. Enclose relevant documents.			N = 'New' Policy and/or Procedure R = 'Revised' Policy and/or Procedure OF = Policy and/or Procedure is already 'On File' with the USDE	
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>		
				<b>State Policies, Procedures, Methods, and Descriptions</b>
NA	NA	NA	NA	<p>birthday.</p> <p>(3) However, in no case may a State provide services under this section beyond the age at which the child actually enrolls in, or is eligible under State law to enter, kindergarten or elementary school in the State.</p> <p>(b) <u>Requirements.</u> If a State's application for a grant under Part C includes the State policy described in paragraph (a) of this section, the system must ensure the following:</p> <p>(1) Parents of children with disabilities who are eligible for services under section 619 of the Act and who previously received early intervention services under Part C will be provided annual notice (the initial annual notice must be provided as set forth in §303.209(f)(2)(ii)) that contains--</p> <p>(i) A description of the rights of the parents to elect to receive services pursuant to §303.211 or under Part B of the Act; and</p> <p>(ii) An explanation of the differences between services provided pursuant to §303.211 and services provided under Part B of the Act, including--</p> <p>(A) The types of services and the locations at which the services are provided;</p> <p>(B) The procedural safeguards that apply; and</p> <p>(C) Possible costs (including the costs or fees to be charged to families as described in §§303.520 and 303.521), if any, to parents; and</p> <p>(2) Consistent with §303.344(d), services provided pursuant to §303.211 will include an educational component that promotes school readiness and incorporates preliteracy, language, and numeracy skills.</p>

Check and enter date(s) as applicable. Enclose relevant documents.			<i>N</i> = 'New' Policy and/or Procedure <i>R</i> = 'Revised' Policy and/or Procedure <i>OF</i> = Policy and/or Procedure is already 'On File' with the USDE	
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
N	R	OF	State Policies, Procedures, Methods, and Descriptions	
		NA	(3) The State policy ensures that any child served pursuant to this section has the right, at any time, to receive FAPE (as that term is defined at §303.15) under Part B of the Act instead of early intervention services under Part C of the Act under §303.211.  (4) The lead agency must continue to provide all early intervention services identified in the toddler with a disability's IFSP under §303.344 (and consented to by the parent under §303.342(e)) beyond age three until that toddler's initial eligibility determination under Part B of the Act is made under 34 CFR §300.306. This provision does not apply if the LEA has requested parental consent for the initial evaluation under §300.300(a) and the parent has not provided that consent.  (5) The lead agency must obtain informed consent from the parent of any child with a disability for the continuation of early intervention services pursuant to this section for that child. Consent must be obtained before the child reaches three years of age, where practicable.  (6)(i) For toddlers with disabilities under the age of three in a State that offers services under this section, the lead agency ensures that the transition requirements in §303.209(b)(1) and (2), (c)(1) and (d) are met. (ii) For toddlers with disabilities age three and older in a State that offers services under this section, the lead agency ensures a smooth transition from services under this section to preschool, kindergarten or elementary school by: (A) Providing the SEA and LEA where the child resides, consistent with any State policy adopted	
		NA		
		NA		
		NA		

Check and enter date(s) as applicable. Enclose relevant documents.			<i>N = 'New' Policy and/or Procedure</i> <i>R = 'Revised' Policy and/or Procedure</i> <i>OF = Policy and/or Procedure is already 'On File' with the USDE</i>	
<b>Yes</b>  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		<b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
<b>N</b>	<b>R</b>	<b>OF</b>		
				<b>State Policies, Procedures, Methods, and Descriptions</b>
NA				<p>under §303.401(e), the information listed in §303.401(d)(1) not fewer than 90 days before the child will no longer be eligible under subsection (a)(2) of this section to receive early intervention services under this section; (B) With the approval of the parents of the child, convening a transition conference, among the lead agency, the parents, and the LEA, not fewer than 90 days--and, at the discretion of all parties, not more than 9 months--before the child will no longer be eligible under subsection (a)(2) of this section to receive, or will no longer receive, early intervention services under this section, to discuss any services that the child may receive under Part B of the Act; and (C) Establishing a transition plan in the IFSP not fewer than 90 days--and, at the discretion of all parties, not more than 9 months--before the child will no longer be eligible under subsection (a)(2) of this section to receive, or no longer receives, early intervention services under this section.</p> <p>(7) In States that adopt the option to make services under Part C available to children ages three and older pursuant to §303.211, there will be a referral to the Part C system, dependent upon parental consent, of a child under the age of three who directly experiences a substantiated case of trauma due to exposure to family violence, as defined in section 320 of the Family Violence Prevention and Services Act, 42 U.S.C. 10401, et seq.</p> <p>(c) <u>Reporting requirement.</u> If a State includes in its application a State policy described in §303.211(a), the State must submit to the Secretary, in the State's report under §303.124, the number and percentage of children with disabilities who are eligible for services under</p>

Check and enter date(s) as applicable. Enclose relevant documents.				<i>N = 'New' Policy and/or Procedure</i> <i>R = 'Revised' Policy and/or Procedure</i> <i>OF = Policy and/or Procedure is already 'On File' with the USDE</i>
Yes  (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)		No  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2015.)		
N	R	OF		State Policies, Procedures, Methods, and Descriptions
NA	NA	NA	NA	<p>section 619 of the Act but whose parents choose for their children to continue to receive early intervention services under §303.211.</p> <p>(d) <u>Available funds.</u> The State policy described in §303.211(a) must describe the funds--including an identification as Federal, State, or local funds--that will be used to ensure that the option described in §303.211(a) is available to eligible children and families who provide the consent described in §303.211(b)(5), including fees, if any, to be charged to families as described in §§303.520 and 303.521.</p> <p>(e) <u>Rules of construction.</u> (1) If a statewide system includes a State policy described in §303.211(a), a State that provides services in accordance with this section to a child with a disability who is eligible for services under section 619 of the Act will not be required to provide the child FAPE under Part B of the Act for the period of time in which the child is receiving services under §303.211.</p> <p>(2) Nothing in this section may be construed to require a provider of services under Part C to provide a child served under Part C with FAPE.</p> <p>(34 CFR §303.211)</p> <p><b><i>The policies and procedures listed in 13 are optional. Enter 'NA' in the cells to the left if the State has elected not to develop and implement a policy under 34 CFR §303.211 to make Part C services to children beyond age three; otherwise check the appropriate response under the 'Yes' column and, if checking 'N' or 'R', attach policies and procedures.</i></b></p>

## B. Assurances and Optional Assurance

The State makes the following assurances and provisions as required by Part C of the Individuals with Disabilities Education Act. (20 U.S.C. 1431 et. seq.; 34 CFR §§303.101-126; 303.220; 303.227)

Check and enter date(s) as applicable		Subpart B – Assurances (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes (Assurance is hereby provided.)	No (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
X		<p>1. The State has adopted a policy that appropriate early intervention services, as defined in 34 CFR §303.13, are available to all infants and toddlers with disabilities in the State and their families, including--</p> <ul style="list-style-type: none"> <li>(a) Indian infants and toddlers with disabilities and their families residing on a reservation geographically located in the State;</li> <li>(b) Infants and toddlers with disabilities who are homeless children and their families; and</li> <li>(c) Infants and toddlers with disabilities who are wards of the State.</li> </ul> <p>(34 CFR §303.101(a))</p>
X		<p>2. The State has in effect a statewide system of early intervention services that meets the requirements of section 635 of the Act, including policies and procedures that address, at a minimum, the components required in 34 CFR §§303.111 through 303.126. (34 CFR §303.101(a))</p>
X		<p>3. The State ensures that any State rules, regulations, policies and procedures relating to 34 CFR Part 303 conform to the purposes and requirements of 34 CFR Part 303. (34 CFR §303.102)</p>
X		<p>4. Each statewide system (system) must include, at a minimum, the components described in §§303.111 through 303.126. (34 CFR §303.110)</p>
X		<p>5. The State has a policy in effect that ensures that appropriate early intervention services are based on scientifically based research, to the extent practicable, and are available to all infants and toddlers with disabilities and their families, including—</p> <ul style="list-style-type: none"> <li>(a) Indian infants and toddlers with disabilities and their families residing on a reservation geographically located in the State; and</li> <li>(b) Infants and toddlers with disabilities who are homeless children and their families. (34 CFR §303.112)</li> </ul>



Check and enter date(s) as applicable		<b>Subpart B – Assurances</b> (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
<b>Yes</b> (Assurance is hereby provided.)	<b>No</b> (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
X		6. (a) The Statewide system ensures the performance of-- <ul style="list-style-type: none"> <li>(1) A timely, comprehensive, multidisciplinary evaluation of the functioning of each infant or toddler with a disability in the State; and</li> <li>(2) A family-directed identification of the needs of the family of the infant or toddler to assist appropriately in the development of the infant or toddler.</li> </ul> (b) The evaluation and family-directed identification required in paragraph (a) of this section must meet the requirements of 34 CFR §303.321.  (34 CFR §303.113)
X		7. The Statewide system ensures that, for each infant or toddler with a disability and his or her family in the State, an IFSP, as defined in 34 CFR §303.20, is developed and implemented that meets the requirements of 34 CFR §§303.340 through 303.345 and that includes service coordination services, as defined in 34 CFR §303.34. (34 CFR §303.114)
X		8. The Statewide system includes a comprehensive child find system that meets the requirements in 34 CFR §§303.302 and 303.303. (34 CFR §303.115)
X		9. The Statewide system includes a public awareness program that-- <ul style="list-style-type: none"> <li>(a) Focuses on the early identification of infants and toddlers with disabilities; and</li> <li>(b) Provides information to parents of infants and toddlers through primary referral sources in accordance with 34 CFR §303.301.</li> </ul> (34 CFR §303.116)
X		10. The Statewide system includes a central directory that is accessible to the general public (i.e., through the lead agency's Web site and other appropriate means) and includes accurate, up-to-date information about: <ul style="list-style-type: none"> <li>(a) Public and private early intervention services, resources, and experts available in the State;</li> <li>(b) Professional and other groups (including parent support and training and information centers, such as those funded under the Act) that provide assistance to infants and toddlers with disabilities</li> </ul>



Check and enter date(s) as applicable		Subpart B – Assurances (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes (Assurance is hereby provided.)	No (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		<p>eligible under Part C of the Act and their families; and</p> <p>(c) Research and demonstration projects being conducted in the State relating to infants and toddlers with disabilities.</p> <p>(34 CFR §303.117)</p>
X		<p>11. The Statewide system includes a comprehensive system of personnel development, including the training of paraprofessionals and the training of primary referral sources with respect to the basic components of early intervention services available in the State. The State's comprehensive system of personnel development--</p> <p>(a) Includes--</p> <ul style="list-style-type: none"> <li>(1) Training personnel to implement innovative strategies and activities for the recruitment and retention of EIS providers;</li> <li>(2) Promoting the preparation of EIS providers who are fully and appropriately qualified to provide early intervention services under Part C; and</li> <li>(3) Training personnel to coordinate transition services for infants and toddlers with disabilities who are transitioning from an early intervention services program under Part C of the Act to a preschool program under section 619 of the Act, Head Start, Early Head Start, an elementary school program under Part B of the Act, or another appropriate program.</li> </ul> <p>(b) May include--</p> <ul style="list-style-type: none"> <li>(1) Training personnel to work in rural and inner-city areas;</li> <li>(2) Training personnel in the emotional and social development of young children;</li> <li>(3) Training personnel to support families in participating fully in the development and implementation of the child's IFSP; and</li> <li>(4) Training personnel who provide services under this part using standards that are consistent with early learning personnel development standards funded under the State Advisory Council on Early Childhood Education and Care established under the Head Start Act, if applicable. (34 CFR §303.118)</li> </ul>
X		<p>12. The Statewide system includes policies and procedures relating to the establishment and maintenance of qualification standards to ensure that personnel necessary to carry out the purposes of Part C are appropriately and adequately prepared and trained. These policies and procedures provide for the establishment and maintenance of</p>

Check and enter date(s) as applicable		Subpart B – Assurances (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes (Assurance is hereby provided.)	No (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		qualification standards that are consistent with any State-approved or State-recognized certification, licensing, registration, or other comparable requirements that apply to the profession, discipline, or area in which personnel are providing early intervention services. Nothing in Part C of the Act may be construed to prohibit the use of paraprofessionals and assistants who are appropriately trained and supervised in accordance with State law, regulation, or written policy, to assist in the provision of early intervention services under Part C of the Act to infants and toddlers with disabilities. (34 CFR §303.119(a) – (c))
X		<p>13. The Statewide system includes a single line of responsibility in a lead agency designated or established by the Governor that is responsible for the following--</p> <p>(a)(1) The general administration and supervision of programs and activities administered by agencies, institutions, organizations, and EIS providers receiving assistance under Part C of the Act; and</p> <p>(2) The monitoring of programs and activities used by the State to carry out Part C of the Act (whether or not the programs or activities are administered by agencies, institutions, organizations, and EIS providers that are receiving assistance under Part C of the Act), to ensure that the State complies with Part C of the Act, including--</p> <ul style="list-style-type: none"> <li>(i) Monitoring agencies, institutions, organizations, and EIS providers used by the State to carry out Part C of the Act;</li> <li>(ii) Enforcing any obligations imposed on those agencies, institutions, organizations, and EIS providers under Part C of the Act and 34 CFR Part 303;</li> <li>(iii) Providing technical assistance, if necessary, to those agencies, institutions, organizations and EIS providers;</li> <li>(iv) Correcting any noncompliance identified through monitoring as soon as possible and in no case later than one year after the lead agency's identification of the noncompliance; and</li> <li>(v) Conducting the activities in paragraphs (a)(2)(i) through (a)(2)(iv) of this section, consistent with 34 CFR §§303.700 through 303.707, and any other activities required by the State under those sections.</li> </ul> <p>(b) The identification and coordination of all available resources for early intervention services within the State, including those from Federal, State, local, and private sources, consistent with subpart F</p>

Check and enter date(s) as applicable		Subpart B – Assurances (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes (Assurance is hereby provided.)	No (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		<p>of 34 CFR Part 303.</p> <p>(c) The assignment of financial responsibility in accordance with subpart F of 34 CFR Part 303.</p> <p>(d) The development of procedures in accordance with subpart F of 34 CFR Part 303 to ensure that early intervention services are provided to infants and toddlers with disabilities and their families under Part C of the Act in a timely manner, pending the resolution of any disputes among public agencies or EIS providers.</p> <p>(e) The resolution of intra- and interagency disputes in accordance with subpart F of 34 CFR Part 303.</p> <p>(f) The entry into formal interagency agreements or other written methods of establishing financial responsibility, consistent with 34 CFR §303.511, that define the financial responsibility of each agency for paying for early intervention services (consistent with State law) and procedures for resolving disputes and that include all additional components necessary to ensure meaningful cooperation and coordination as set forth in subpart F of 34 CFR Part 303.</p> <p>(34 CFR §303.120)</p>
X		<p>14. The Statewide system includes a policy pertaining to the contracting or making of other arrangements with public or private individuals or agency service providers to provide early intervention services in the State, consistent with the provisions of Part C of the Act and 34 CFR Part 303, including the contents of the application, and the conditions of the contract or other arrangements. The policy --</p> <p>(a) Includes a requirement that all early intervention services must meet State standards and be consistent with the provisions of Part C; and</p> <p>(b) Is consistent with the Education Department General Administrative Regulations in 34 CFR Part 80.</p> <p>(34 CFR §303.121)</p>
X		<p>15. The Statewide system includes procedures for securing the timely reimbursement of funds used under Part C of the Act, in accordance with subpart F of 34 CFR Part 303. (34 CFR §303.122)</p>
X		<p>16. The Statewide system includes procedural safeguards that meet the requirements of subpart E of 34 CFR Part 303. (34 CFR §303.123)</p>

Check and enter date(s) as applicable		Subpart B – Assurances (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes (Assurance is hereby provided.)	No (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
X		17. The Statewide system includes a system for compiling and reporting timely and accurate data that meets the requirements of 34 CFR §§303.700 through 303.702 and 303.720 through 303.724 and the following requirements. The data system includes a description of the process that the State uses, or will use, to compile data on infants or toddlers with disabilities receiving early intervention services under Part C, including a description of the State's sampling methods, if sampling is used, for reporting the data required by the Secretary under sections 616 and 618 of the IDEA and 34 CFR §§303.700 through 303.707 and 303.720 through 303.724. (34 CFR §303.124)
X		18. The Statewide system includes a State Interagency Coordinating Council (Council) that meets the requirements of subpart G of 34 CFR Part 303. (34 CFR §303.125)
X		19. The Statewide system includes policies and procedures to ensure, consistent with 34 CFR §§303.13(a)(8) (early intervention services), 303.26 (natural environments), and 303.344(d)(1)(ii) (content of an IFSP), that early intervention services for infants and toddlers with disabilities are provided--  (a) To the maximum extent appropriate, in natural environments; and (b) In settings other than the natural environment that are most appropriate, as determined by the parent and the IFSP Team, only when early intervention services cannot be achieved satisfactorily in a natural environment.  (34 CFR §303.126)
X		20. The Statewide system ensures that Federal funds made available to the State under section 643 of the Act will be expended in accordance with the provisions of 34 CFR Part 303, including §§303.500 and 303.501. (34 CFR §303.221)
X		21. The Statewide system will comply with the requirements in §§303.510 and 303.511 in subpart F of this part. (34 CFR §303.222)
X		22. The Statewide system ensures that-- (a) The control of funds provided under 34 CFR Part 303, and title to property acquired with those funds, will be in a public agency for the

Check and enter date(s) as applicable		<b>Subpart B – Assurances</b> (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
<b>Yes</b> (Assurance is hereby provided.)	<b>No</b> (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		uses and purposes provided in 34 CFR Part 303; and (b) A public agency will administer the funds and property. (34 CFR §303.223)
X		23. The Statewide system ensures that it will-- (a) Make reports in the form and containing the information that the Secretary may require; and (b) Keep records and afford access to those records as the Secretary may find necessary to ensure compliance with the requirements of 34 CFR Part 303, the correctness and verification of reports, and the proper disbursement of funds provided under 34 CFR Part 303. (34 CFR §303.224)
X		24. The Statewide system ensures that – (a) Federal funds made available under section 643 of the Act to the State – (1) Will not be commingled with State funds; and (2) Will be used so as to supplement the level of State and local funds expended for infants and toddlers with disabilities and their families and in no case to supplant those State and local funds. (b) To meet the requirement in paragraph (a) of this section, the total amount of State and local funds budgeted for expenditures in the current fiscal year for early intervention services for children eligible under this part and their families must be at least equal to the total amount of State and local funds actually expended for early intervention services for these children and their families in the most recent preceding fiscal year for which the information is available. Allowance may be made for— (1) A decrease in the number of infants and toddlers who are eligible to receive early intervention services under this part; and (2) Unusually large amounts of funds expended for such long-term purposes as the acquisition of equipment and the construction of facilities. (c) Requirement regarding indirect costs. (1) Except as provided in paragraph (c)(2) of this section, a lead agency under this part may not charge indirect costs to its Part C grant. (2) If approved by the lead agency's cognizant Federal agency or by the Secretary, the lead agency must charge indirect costs through either-- (i) A restricted indirect cost rate that meets the requirements in 34 CFR 76.560 through 76.569; or

Check and enter date(s) as applicable		Subpart B – Assurances (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes (Assurance is hereby provided.)	No (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		<p>(ii) A cost allocation plan that meets the non-supplanting requirements in paragraph (b) of this section and 34 CFR Part 76 of EDGAR.</p> <p><u>(3) In charging indirect costs under paragraph (c)(2)(i) and (c)(2)(ii) of this section, the lead agency may not charge rent, occupancy, or space maintenance costs directly to the Part C grant, unless those costs are specifically approved in advance by the Secretary.</u></p> <p>(34 CFR §303.225)</p>
X		<p>25. The Statewide system ensures that fiscal control and fund accounting procedures will be adopted as necessary to ensure proper disbursement of, and accounting for, Federal funds paid under 34 CFR Part 303.</p> <p>(34 CFR §303.226)</p>
X		<p>26. The State ensures that policies and practices have been adopted to ensure that--</p> <p>(a) Traditionally underserved groups, including minority, low-income, homeless, and rural families and children with disabilities who are wards of the State, are meaningfully involved in the planning and implementation of all the requirements of Part C; and</p> <p>(b) These families have access to culturally competent services within their local geographical areas.</p> <p>(34 CFR §303.227)</p>
		Assurance Regarding Optional Policy
X		<p><i>Enter 'NA' in the cell to the left if this assurance is not applicable to your State.</i></p> <p>27. A State may adopt and has adopted a policy that includes making ongoing good-faith efforts to recruit and hire appropriately and adequately trained personnel to provide early intervention services to infants and toddlers with disabilities, including, in a geographic area of the State where there is a shortage of such personnel, the most qualified individuals available who are making satisfactory progress toward completing applicable course work necessary to meet the standards described in paragraphs (a) and (b) of this section. (34 CFR §303.119(d))</p>

### C. Certifications

The State Lead Agency is providing the following certifications:

Yes	
X	<p>1. The State certifies that ED Form 80-0013, <i>Certification Regarding Lobbying</i>, is on file with the Secretary of Education.</p> <p>With respect to the <i>Certification Regarding Lobbying</i> the State recertifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; that the State shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR Part 82, Appendix B); and that the State Agency shall require the full certification, as set forth in 34 CFR Part 82, Appendix A, in the award documents for all sub awards at all tiers.</p>
X	<p>2. The State certifies that it has met the certifications in the Education Department General Administrative Regulations (EDGAR) at 34 CFR §80.11 relating to State eligibility, authority and approval to submit and carry out the provisions of its State application, and consistency of that application with State law are in place within the State.</p>
X	<p>3. The State certifies that the arrangements to establish financial responsibility for the provision of Part C services among appropriate public agencies under §303.511 and the lead agency's contracts with EIS providers regarding financial responsibility for the provision of Part C services meet the requirements in §§303.500 through 303.521 and are current as of the date of submission of the certification. (34 CFR §303.202)</p>

#### D. Statement

I certify that the State of Michigan has provided the policies, procedures, methods, descriptions, and assurances checked as 'yes' in Sections II.A and II.B and the certifications required in Section II.C of this application. These provisions meet the requirements of Part C of the Individuals with Disabilities Education Act as found in 20 U.S.C. 1431-1443 and the final regulations in 34 CFR Part 303. The State will operate its Part C program in accordance with all of the required policies, procedures, methods, descriptions, assurances and certifications.

If any policies, procedures, methods, descriptions, and assurances have been checked 'no', I certify that the State will operate throughout the period of this grant award consistent with the requirements of the IDEA as found in 20 U.S.C. 1431-1443 and the final regulations 34 CFR Part 303, and will make such changes to existing policies and procedures as are necessary to bring those policies and procedures into compliance with the requirements of the IDEA, as amended, as soon as possible, and not later than June 30, 2015. (34 CFR §76.104)

I, the undersigned authorized official of the

Michigan Department of Education,

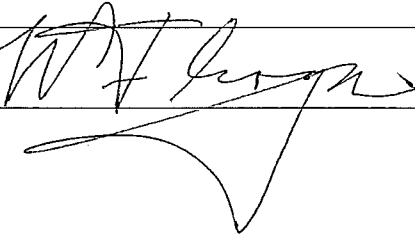
(Name of State and official name of State lead agency)

am designated under Part C by the Governor of this State to submit this application for FFY 2014 funds under Part C of the Individuals with Disabilities Education Act (IDEA).

Printed/Typed Name and Title of Authorized Representative of the State:

Michael P. Flanagan, State Superintendent

Signature:



Date:

4-16-14



### Section III

#### A. Description of Use of Part C Funds for the Lead Agency

(Completion of this Section, III.A is optional for SEAs.)

When completing this section include:

- Totals for the number of lead agency administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds;
- A general description of the duties which the positions entail; and
- A subtotal of the amount.

Identify any administrative positions for which less than 100% of the time is spent on Part C and, for each such position, indicate the percentage of time spent on Part C and the total amount of salary and fringe benefits included in the Part C application budget.

Positions Funded	Number of Positions	% of Time Spent on Part C	Salaries & Fringe Benefits	Description of Duties
100% funded with Part C Funds				
< 100% funded with Part C Funds				Provide general supervision for Michigan Part C of IDEA.
<b>Subtotal of amount under A:</b>			\$557,517	

### Section III (Continued)

#### B. Maintenance and Implementation Activities for the Lead Agency

When completing this section include:

- A description of the nature and scope of each major activity to be carried out under Part C in maintaining and implementing the statewide system of early intervention services. Activities could include enhancing the Comprehensive System of Personnel Development, implementing child find strategies, or ensuring a timely, comprehensive, multidisciplinary evaluation for each child;
- The approximate amount of funds to be spent for each activity; and
- A subtotal of the amount.

(Add columns and rows as needed.)

Major Activity	Part C Funds to be Spent	Description of Activities
Support to the <i>Early On</i> Field	\$966,913	Support to provide public awareness, information, referral, central directory, and regional training and technical assistance.
Parent Involvement/Leadership Support	\$105,981	Provide parent leadership involvement and development support for the Michigan Interagency Coordinating Council and other entities throughout the early intervention system.
Qualitative Compliance Information	\$325,543	Conducts Evaluation of various early intervention system components and provides support for the Part C monitoring system.
Data Collection	\$167,583	Collection of 618 and other federal data as required by law.
<b>Subtotal of amount under B:</b>	<b>\$1,566,020</b>	

### Section III (Continued)

#### C. Description of Use of Part C Funds for the Interagency Coordinating Council (ICC)<sup>2</sup>

- When completing this section include: Totals for the number of ICC administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds;
- A general description of the duties which the positions entail; and
- A subtotal of the amount.

Identify any administrative positions for which less than 100% of the time is spent on Part C and, for each such position, indicate the percentage of time spent on Part C and the total amount of salary and fringe benefits included in the Part C application budget.

Positions Funded	Number of Positions	% of Time Spent on Part C	Amount of Salaries & Fringe Benefits	Description of Duties
100% funded with Part C Funds				
< 100% funded with Part C Funds	1	75%	0	One employee designated for Interagency Coordinating Council activities. (In-Kind from Part B.)
<b>Subtotal of amount under C:</b>				

<sup>2</sup> Federal Part C funds used to support the SICCC must meet the requirements of 34 CFR §303.603.

### Section III (Continued)

#### D. Maintenance and Implementation Activities for the Interagency Coordinating Council (ICC)

When completing this section include:

- A description of the nature and scope of each major activity to be carried out under Part C in maintaining and implementing the statewide system of early intervention services. Activities could include coordinating child find identification efforts, ensuring the timely provision and payment of early intervention services to eligible children and their families, advising on early childhood transition, support for the ICC (travel), or other implementation and development activities of the SICC;
- The approximate amount of funds to be spent for each activity; and
- A subtotal of the amount.

(Add columns and rows as needed.)

Major Activity	Part C Funds to be Spent	Description of Activities
Michigan Interagency Coordinating Council (MICC) and MICC subcommittees	\$24,067	MICC Support
MICC Parent Support	N/A	See Parent Involvement/Leadership in Section III B.
<b>Subtotal of amount under D:</b>	<b>\$24,067</b>	

**Section III (Continued)****E. Direct Services (Funded by Part C Federal Dollars)**

- When completing this section include a description of any direct early intervention service that the State lead agency expects to provide to eligible children and their families with funds under Part C, and the approximate amount for each service.

<b>Description of Direct Early Intervention Service</b>	<b>Approximate Amount of Part C Funds to be Spent on Service</b>
Part C Local Administration	\$2,639,382
Service Coordination	2,385,886
Instructional Services	881,916
Health Services	69,720
Medical Services	2,668
Nursing Services	67,894
Nutritional Services	2,601
Occupational Therapy	299,214
Physical Therapy	234,451
Mental Health Services	14,593
Psychological services	10,465
Audiology	430
Speech/Language Pathology	263,158
Social Work	407,935
Visual Aid Services	1,300
Teacher Consultant	41,512
Assistive Technology	13,530
Transportation	3,120
Family Training & Counseling	2,115,827
<b>Subtotal of amount under E:</b>	<b>\$9,455,602</b>

### Section III (Continued)

#### F. Description of Optional Use of Part C Funds

If the State uses Part C funds for initiating, expanding, or improving collaborative efforts related to at-risk infants and toddlers, the application must include:

- The name of the major activity ;
- The approximate amount of funds to be spent; and
- A description of the activities.

Provide subtotal of amount. *(Add columns and rows as needed.)*

Major Activity	Part C Funds to be Spent	Description of Activities
Subtotal of amount under F:	0	

### Section III (Continued)

#### G. Activities by Other Agencies

If other State or local public agencies are to receive a portion of the Federal funds under Part C, the Application must include:

- The name of each public agency expected to receive funds;
- The approximate amount of funds each public agency will receive; and
- A summary of the purposes for which the funds will be used.

Provide subtotal of amount. *(Add columns and rows as needed.)*

Agency Receiving Funds	Amount of Funds	Purpose
Michigan Department of Community Health	\$98,496	Provide ongoing support to local and regional early intervention service providers and promotion of Part C policies and procedures.
Michigan Department of Human Services	\$68,947	Provide ongoing support to local and regional early intervention service providers and promotion of Part C policies and procedures.
Michigan Inter-Tribal Council	\$21,669	Provide support to connect Inter-Tribal Council member to the state early intervention system.
<b>Subtotal of amount under G:</b>	<b>\$189,112</b>	

**Section III (Continued)****H. Totals**

Enter the subtotal amounts for Sub Sections A-G found in Section III and any indirect costs charged as specified in Section IV.B. The sub total amounts (Rows 1-8) should total the estimated grant application amount. (A State may apply for less than the full estimated allotted amount.)

Enter the subtotal amounts for Sub Sections A-G found in Section III of this application.		
Row No.	Section	Amount
1.	III.A.	\$ 557,517
2.	III.B.	\$1,566,020
3.	III.C.	\$0
4.	III.D.	\$24,067
5.	III.E.	\$9,455,602
6.	III.F.	\$0
7.	III G.	\$189,112
Enter any Indirect Costs Charged (See Section IV.B of this application.)		
8.	IV.B	\$27,185
<b>Total (Rows 1-8)</b>		<b>\$11,819,503</b>



## Section IV

### A. System of Payments / Use of Insurance / Program Income

The State

☒ does (check as applicable)

☐ does not (check as applicable)

have a system of payments for Part C services under 20 U.S.C. 1432(4)(B) which may include use of public benefits or insurance, private insurance or family fees, such as a sliding scale. Any family fees are treated as 'program income' for purposes of 34 CFR §80.25 and are not included in the State's determination of State and local expenditures for purposes of 20 U.S.C. 1437(b)(5)(B). *Note: If the State has adopted new or has revised its existing policies and procedures regarding its system of payments, it must submit these new and/or revised policies and procedures under Item 3.a in Section II.A above.*

### B. Restricted Indirect Cost Rate/Cost Allocation Plan Information

*(Note: To be completed if Lead Agency is not a State Educational Agency)*

A lead agency may not charge indirect costs to its Part C grant unless the lead agency charges indirect costs through either-- (i) A restricted indirect cost rate that meets the requirements in 34 CFR 76.560 through 76.569; or (ii) A cost allocation plan that meets the non-supplanting requirements in paragraph (b) of this section and 34 CFR part 76 of EDGAR.

1. If the lead agency is not a State educational agency (as well as any outlying areas that have the Department of Interior as its cognizant Federal agency, even if an SEA) check the applicable status below (more than one check mark may be necessary) and enclose appropriate documentation for this Federal Fiscal Year.

☐ The lead agency has a final restricted indirect cost rate or cost allocation plan that has been approved by the State lead agency's cognizant Federal agency and is in effect for this Federal fiscal year (FFY) (ending on June 30, 2015). (Attach a copy of the approved restricted indirect cost rate agreement or cost allocation plan.)

☐ The lead agency has either a provisional or final restricted indirect cost rate or cost allocation plan that expires or expired on \_\_\_\_\_ and the State is in the process of negotiating a new restricted indirect cost rate agreement or cost allocation plan that will be in effect for the period \_\_\_\_\_.<sup>3</sup> The State lead agency will continue to charge or bill the Part C grant using the provisional or previously approved final restricted indirect cost rate or cost allocation plan until a new rate or plan is negotiated and approved by the State's cognizant Federal agency, at which point the State lead agency must make appropriate adjustments for applicable FFYs. The State acknowledges that a final restricted indirect cost rate may result in an adjustment of the final audited expenditures allowable to be charged to the Part C grant and the Department's approval of this FFY Part C application with an expired or provisional restricted indirect cost rate does not constitute approval of that rate as the final rate for the lead agency for this FFY. When a final restricted indirect cost rate is approved, the lead agency must submit to OSEP: (1) a copy of the "final" restricted indirect cost rate agreement; and (2) details of adjustments made to past GAPS draw downs in light of the "final" rate. (Attach a copy of the previously approved restricted indirect cost rate agreement or cost allocation plan.)

☐ No indirect costs are charged to the Part C grant. The total amount of the Federal Part C grant is used for allowable direct costs.

☐ Other, explanation attached.

<sup>3</sup> A "provisional" indirect cost rate is a temporary rate established for a future prospective period of time to permit budgeting, obligations, and payment of funds by awarding agencies until such time as the actual indirect costs can be determined and a final rate is established for the applicable period; provisional rates are subject to adjustment by issuance of a "final" rate based on actual indirect costs incurred for the period (usually the organization's fiscal year).

2. Check if applicable.

\_\_\_\_\_ Under §303.225(d), the lead agency may not charge rent, occupancy, or space maintenance costs directly to the Part C grant, unless those costs are specifically approved in advance by the Secretary. The lead agency is requesting the Secretary's approval to charge rent, occupancy or space maintenance costs either directly or indirectly to Part C FFY 2014 funds. If checked, the lead agency must attach to this Application a description of the amount to be charged, all uses of the space, and the proposed method of charging.

**Michigan System of Payments Policy for Part C of  
the Individuals with Disabilities Education Act (IDEA)**

Under federal law for Part C of IDEA, a System of Payments must address core components to detail how services will be paid for in its early intervention system for infants and toddlers. Michigan's System of Payments includes the core components as outlined below. Each year you will receive a copy of the System of Payments Policy along with the Michigan *Early On* Procedural Safeguards to provide guidance on how to address any questions or concerns you may have regarding this System of Payments policy.

- 1. Core Early Intervention Services** are provided at **no cost** to the family as mandated by federal regulations.
  - Screening, identification and referral
  - Evaluation
  - Assessment
  - Development and review of the Individualized Family Service Plan (IFSP)
  - Service coordination
  - Procedure safeguards and other components under subparts D, E, and F of the IDEA part C regulations in 34 CFR Part 303.
  - All special education and related services for eligible children under the Michigan Administrative Rules for Special Education and state law that may address: 1) Autism; 2) Deaf-blindness; 3) Developmental delay; 4) Emotional impairment; 5) Hearing impairment, including deafness; 6) Physical impairment; 7) Cognitive Impairment; 8) Other health impairments; 9) Speech or language impairment; 10) Traumatic brain injury; 11) Visual impairment (including blindness) and any related services such as: 1) Transportation; 2) Speech pathology; 3) Audiology; 4) Psychological services (including psychotherapy); 5) Physical therapy; 6) Occupational therapy; 7) Social work services; 8) Medical services for the purpose of diagnosing and evaluating the child; 9) Assistive technology devices or services; 10) Orientation and mobility services; or 11) Interpreting services.
- 2. Michigan Medicaid School-Based Services** with parent consent for eligible children with an Individualized Family Service Plan as detailed in the state Medicaid Provider Manual. Michigan Medicaid School-Based Services may include such services as: Occupational Therapy; Physical therapy; Speech and Language; Orientation and Mobility; Assistive technology services; Psychological/social work; Evaluations; Developmental testing; Nursing; Personal care; and Transportation.

- 3. Payor of Last Resort:** Michigan *Early On* assures funds available under Part C of the IDEA shall be used in a manner consistent with use of public benefits or insurance or private insurance to pay for Part C services and the System of Payments (34 CFR §§ 303.520 and 303.521) and will assist families to access all available federal, state, and local resources that provide payment for other services and supports.

The early intervention services under Part C of the IDEA are provided with written notification, does not require a family to sign up for Medicaid to receive services under this part, and are not provided unless parent consent is obtained. Not providing parent consent will not impact a family's receipt of Part C services.

**(Co-payments/Deductibles:** Co-payments for Other Services provided through collaborating state and local programs may occur as specified under the policies of the specific agency (e.g., Michigan Department of Community Health-Public Health's MI Child program which is the State Child Health Insurance Program charges a \$10.00 monthly fee per family.))

- 4. Private insurance will not be accessed for Part C services delivered by the intermediate school districts.** Intermediate school districts are not approved entities to bill private insurance. Services provided by the intermediate school districts are provided at the expense of the agency.
- 5. Public Benefits or public insurance:** Parental consent is required prior to accessing such benefits (Medicaid) to pay for Part C services. Annual written notification of accessing the public benefits and/or public insurance is provided to the family by the local intermediate school district. This notification explains the requirement to obtain parent consent prior to disclosing personally identifiable information to Michigan Medicaid for billing purposes and an explanation that not providing consent does not impact the receipt of early intervention services.
- 6.** Parents are provided their procedural safeguards and a copy of this System of Payments Policy each time an *Early On* provider proposes, or refuses, to initiate or change the identification, evaluation, or placement of their child or the provision of early intervention services to their child and/or family. That is, parents are provided their procedural safeguards with each prior written notice. The procedural safeguards may be used for guidance on resolving any issues under this System of Payments policy or any other issue regarding the early intervention system. Your consent permitting *Early On* to bill Medicaid will not prevent your child or any other Medicaid-eligible individual in your family from receiving the medical care they are receiving now or will receive in the future.

## Method Section II.A.3.b

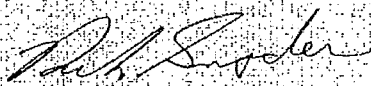

The Race to the Top – Early Learning  
Challenge grant relevant pages to method  
requirement under Part C

## Race to the Top-Early Learning Challenge Application

## IV. APPLICATION ASSURANCES AND CERTIFICATIONS

## Race to the Top – Early Learning Challenge

(CFDA No. 84.412)

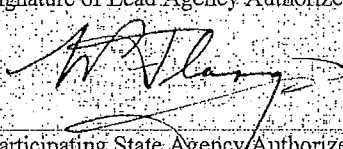
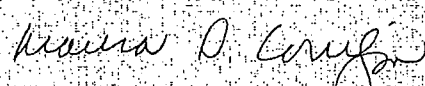
Legal Name of Applicant (Office of the Governor):  <b>Office of the Governor, State of Michigan</b>	Applicant's Mailing Address:  <b>111 S. Capitol P.O. Box 30013 Lansing, MI 48909</b>
Employer Identification Number: <b>38-6000134</b>	Organizational DUNS: <b>805336641</b>
Lead Agency: <b>Michigan Department of Education</b> <b>Contact Name: Susan Broman</b> <i>(Single point of contact for communication)</i>	Lead Agency Contact Phone: <b>(517) 335-4092</b> Lead Agency Contact Email Address: <b>BromanS@michigan.gov</b>
<p>Required Applicant Signatures <i>(Must include signatures from an authorized representative of each Participating State Agency. Insert additional signature blocks as needed below. To simplify the process, signatories may sign on separate Application Assurance forms.):</i></p> <p>To the best of my knowledge and belief, all of the information and data in this application are true and correct. I further certify that I have read the application, am fully committed to it, and will support its implementation:</p>	
Governor or Authorized Representative of the Governor (Printed Name): <b>Governor Rick Snyder</b>	Telephone: <b>(517) 373-3400</b>
Signature of Governor or Authorized Representative of the Governor: 	Date: <b>10/11/13</b>
Lead Agency Authorized Representative (Printed Name): <b>Michael P. Flanagan</b>	Agency Name: <b>Michigan Department of Education</b>
Signature of Lead Agency Authorized Representative: 	Date: <b>10/7/13</b>

## Race to the Top-Early Learning Challenge Application

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## Race to the Top – Early Learning Challenge

(CFDA No. 84.412)

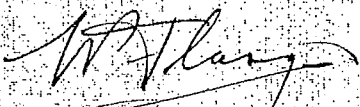
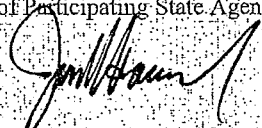
Legal Name of Applicant (Office of the Governor):  Office of the Governor, State of Michigan	Applicant's Mailing Address:  111 S. Capitol P.O. Box 30013 Lansing, MI 48909
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Lead Agency:  Michigan Department of Education  Contact Name: Susan Broman  (Single point of contact for communication)	Lead Agency Contact Phone: (517) 335-4092  Lead Agency Contact Email Address:  BromanS@michigan.gov
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Lead Agency Authorized Representative (Printed Name):  Michael P. Flanagan	Agency Name: Michigan Department of Education
Signature of Lead Agency Authorized Representative: 	Date:  10/7/13
Participating State Agency Authorized Representative (Printed Name):  Maura D. Corrigan, Director	Agency Name: Michigan Department of Human Services
Signature of Participating State Agency Authorized Representative: 	Date:  10/9/13

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(CFDA No. 84.412)

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Employer Identification Number: 38-6000134	Organizational DUNS: 805336641
Lead Agency: Michigan Department of Education Contact Name: Susan Broman (Single point of contact for communication)	Lead Agency Contact Phone: (517) 335-4092 Lead Agency Contact Email Address: BromanS@michigan.gov
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Lead Agency Authorized Representative (Printed Name): Michael P. Flanagan	Agency Name: Michigan Department of Education
Signature of Lead Agency Authorized Representative: 	Date: 10/7/13
Participating State Agency Authorized Representative (Printed Name): James K. Haveman, Director	Agency Name: Michigan Department of Community Health
Signature of Participating State Agency Authorized Representative: 	Date: 10/10/13

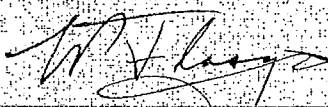
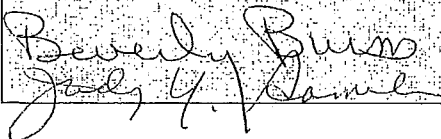
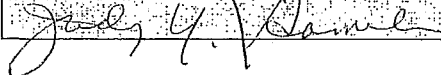


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Lead Agency Authorized Representative (Printed Name): Michael P. Flanagan	Agency Name: Michigan Department of Education
Signature of Lead Agency Authorized Representative: 	Date: 10/7/12
Participating State Agency Authorized Representative (Printed Name): Beverly Burns, Board President	Agency Name: Early Childhood Investment Corporation
Signature of Participating State Agency Authorized Representative:  Bd Chair  CEO	Date: 10/10/13 10/9/13

*(A) (3) (a) Demonstrate how the Participating State Agencies and other partners, if any, will identify a governance structure for working together that will facilitate interagency coordination, streamline decision making, effectively allocate resources, and create long-term sustainability.*

It is critical to recognize that the early childhood system envisioned for Michigan is not simply an early childhood education system. Governor Snyder's four early childhood outcomes reflect a far broader vision. Michigan can only achieve these outcomes through a collaborative effort spanning health, human services, and education at the state and local levels.

At the state level, Michigan now has a collaborative governance structure that facilitates interagency coordination, streamlines decision making, supports the efficient and effective use of resources, and creates long-term sustainability—all aimed at achieving the four early childhood outcomes. This structure governs all the state's work in early childhood, not just the work described in this grant. It will, in fact, assure that the grant activities are closely aligned with the state plan's recommendations to achieve the early childhood outcomes (see (A)(2) above).

In recent years much thought and effort have gone into the development of an interagency state government leadership group for Great Start, the state's comprehensive early childhood system. The Great Start Strategy Team (GSST) is composed of early childhood *program* directors from across the state departments and leadership from ECIC. The GSST has built effective working relationships to secure four major grants: a federal Substance Abuse and Mental Health Services Administration Project LAUNCH grant to increase child wellness; the state's Maternal, Infant and Early Childhood Home Visitation (MIECHV) grant to expand evidence-based home visitation services; a subsequent competitive MIECHV grant, awarded in September 2013; and the Early Childhood Comprehensive Systems (ECCS) grant. Because of the strength of collaboration and trust among the parties, the GSST is overseeing the implementation of these grants.

Before last year, however, GSST's ability to impact interagency early childhood *policy* was limited. This changed with the establishment of the Office of Great Start, which Governor Snyder has called on to "refocus the state's early childhood investment, policy, and

administrative structures by adopting a single set of early childhood outcomes and measuring performance against those outcomes.”<sup>22</sup>

By identifying “a single set of early childhood outcomes” and establishing the OGS, the governor took critical steps to ensure that the state departments work toward common goals. Governor Snyder’s executive order calls for transfer of specific programs to the OGS from the Michigan Department of Human Services, and coordination with the Michigan Department of Community Health on “administration of the programs and services...that affect early childhood development.” In a 2012 memorandum, the administration further clarified that OGS is charged with:

- Aligning, consolidating and/or integrating early childhood funding and related programs around the governor’s early childhood outcomes;
- Coordinating the governor’s policy, budget and programs for early childhood issues; and
- Acting as the governor’s spokesperson for early childhood issues.<sup>23</sup>

This collaborative governance structure for early childhood, with OGS at the helm, is carried out at the senior levels of the respective departments. DCH and DHS directors have appointed an early childhood liaison at the deputy director level—a peer to the deputy superintendent OGS director in MDE—to ensure that interagency collaboration is a reality. Together, these three deputy directors are responsible for making cross-agency policy and funding recommendations to strengthen Michigan’s early childhood system.

These policy and funding recommendations go to the People, Health, and Education Group, which reports to the governor and includes the directors of DHS and DCH and the Superintendent of Public Instruction (MDE). These executives are concerned with all populations served by their state agencies and assure that the governor’s vision for Michigan is achieved through the investments made on behalf of Michigan families and children. The group has made the state’s early childhood plan, recommendations, and metrics tied to the four early childhood outcomes a standing agenda item at its regular meetings. Having deputy directors

<sup>22</sup> Office of the Governor. Executive Order 2011-8: Executive Reorganization. See: [www.michigan.gov/documents/snyder/EO-2011-8\\_357030\\_7.pdf](http://www.michigan.gov/documents/snyder/EO-2011-8_357030_7.pdf).

<sup>23</sup> Memorandum from Office of the Governor and Superintendent of Public Instruction, “Early Childhood Partners,” November 26, 2012.

responsible for early childhood policy development and implementation in each department, with regular discussion by the People, Health, and Education Group, is a sure sign that early childhood will have the leadership—and focus on outcomes—that Governor Snyder believes it should.

To carry out the decisions of these senior policy executives, the GSST will play a central role in developing the strategies to implement the state's comprehensive early childhood plan and the grant, which aligns with the plan. Please see below for more detail.

***(A)(3)(a)(1) The organizational structure for managing the grant and how it builds upon existing interagency governance structures***

The lead agency for the grant is the Michigan Department of Education (MDE); within MDE, the Office of Great Start will be responsible for the day-to-day implementation and management of the grant. Deputy Superintendent Susan Broman leads OGS and will serve as the grant director and will oversee the RTT-ELC Grant Implementation Group (GIG). The OGS Deputy reports to the Superintendent for Public Instruction, and this will ensure oversight of this grant at the highest level of the MDE. As noted above, the OGS Deputy will also have regular meetings with her counterparts in DCH and DHS to make high-level decisions on policy related to grant implementation and use of resources across departments.

The GSST—which will be jointly managed by the three deputy directors and staffed by OGS—will be responsible for the development of *strategies and tactics* that follow from the *policy* decisions of the three department deputy directors. (The GSST may also recommend *policy* changes that arise from their assessment of strategic and operational challenges, but the deputy directors will approve them.) These strategies and tactics will be approved by the deputy directors and then carried out by the GIG. The GIG will be responsible for day-to-day grant operations, all federal requirements for reporting, and communications across agencies through the GSST.

Pursuant to the Memorandum of Understanding (MOU) for this grant, each participating agency will appoint key staff to the GSST and the GIG for the grant. These grant responsibilities reflect those set out in the comprehensive state plan for oversight and management of all state early childhood investments.

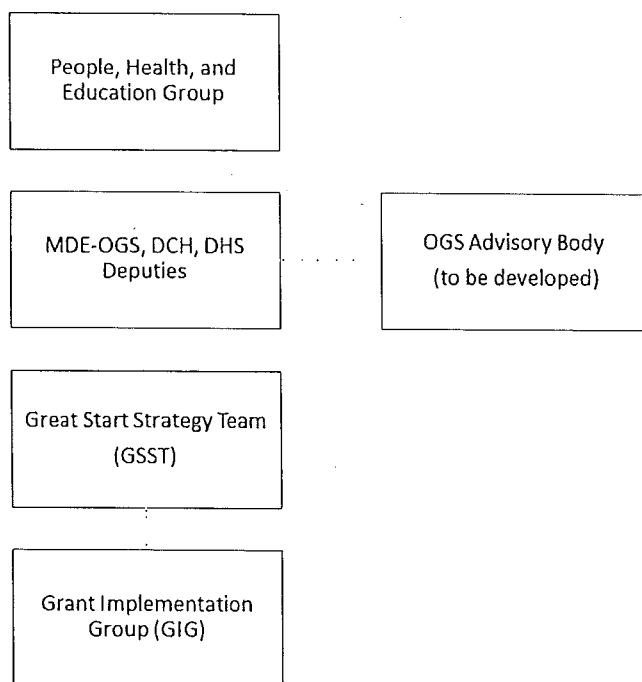
### High-level Overview of Grant Responsibilities

- MDE, DCH, and DHS deputy directors: Develop and refine policy and funding across departments tied to grant implementation; report to People, Health, and Education Group; resolve conflicts in policy and strategy among agencies.
- Great Start Strategy Team: Develop strategies and tactics to carry out policies; recommend policy refinements to deputy directors based on assessment of issues arising from grant implementation; facilitate GIG implementation of grant activities
- RTT-ELC GIG: Carry out grant strategies and tactics in day-to-day operations

**(A)(3)(a)(2) The governance-related roles and responsibilities of the Lead Agency, the State Advisory Council on Early Childhood Education and Care, each Participating State Agency, and the State's Interagency Coordinating Council for Part C of IDEA, and other partners**

As lead agency, MDE will have ultimate responsibility for the RTT-ELC grant. To ensure meaningful collaboration, MDE will follow the model established by DCH for the MIECHV, Project LAUNCH, and ECCS grants to use the GSST to coordinate grant work. The GSST will prepare specific work plans—with strategies and tactics for carrying out all aspects of the grant—for all agencies, with shared accountability. Progress on the work plans, as they point to grant and early childhood goals and outcomes, will be reviewed and updated at each GSST meeting. The team will also strive to ensure alignment of goals and activities across all early learning and development grants, a task made easier by the governor's charge that all efforts address the four early childhood outcomes. Communication will be frequent and decisions will be made using consensus.

In Figure 1 below, we illustrate the existing structure of the state agencies overseeing early childhood initiatives, which will expand to include grant oversight and management if our application is funded. The figure also shows the new OGS advisory body, the role of which is described in detail in (A)(3)(a)(4) below. This new body, and the regular community and parent engagement efforts that it will facilitate, represent a dramatic expansion of the role that parents and local providers will play in working with the state to forge innovative policies and approaches to ensure the success of this grant and the state's comprehensive plan as a whole.

**Figure 1: Michigan's RTT-ELC Organizational Chart**

The Michigan Interagency Coordinating Council, convened by OGS with membership from MDE, DCH, and DHS, will receive regular updates from the GIG on the grant and have an opportunity to provide broad stakeholder input on grant activities related to Part C of IDEA.

**(A)(3)(a)(3) The method and process for making different types of decisions (e.g., policy, operational) and resolving disputes**

The GIG will be responsible for the operations of the grant and will be staffed with an RTT-ELC Grant Coordinator, who will also sit on the GSST as a liaison between the two bodies. Operations are expected to include, but will likely not be limited to, grant administration, project management, performance management and accountability, continuous quality improvement, communications, stakeholder engagement, and interagency reporting. The GSST will discuss and make strategy and operations decisions affecting multiple agencies, using a consensus process to resolve conflicts.

When an operations issue arises that cannot be resolved by the GIG or GSST, the RTT-ELC Grant Coordinator will bring it to the attention of the Grant Director, the Deputy Superintendent of OGS, who will resolve it with her deputy director peers in DCH and DHS. The

Grant Director will then inform the GSST, GIG, and the Grant Coordinator of the resolution, after which the Grant Coordinator will make sure that all actions that need to be taken in service of the resolution are performed in a timely manner.

When the need for refined or new early childhood policy arises, the Grant Coordinator will inform the Grant Director, and the three departments' deputy directors will decide on the policy and how best to implement it. The Grant Coordinator will then be responsible for informing the GSST and GIG of the policy recommendation.

**(A)(3)(a)(4) The plan for when and how the State will involve representatives from Participating Programs, Early Childhood Educators or their representatives, parents and families, including parents and families of Children with High Needs, and other key stakeholders in the planning and implementation of the activities carried out under the grant**

Coordination and collaboration within the early childhood system must obviously go beyond state government. To prepare our comprehensive plan, OGS interviewed and surveyed 1,400 stakeholders from across the state. Justifiably, a significant majority called for more parent, family, and community involvement in policymaking and implementation of initiatives.

In response, OGS will create a new advisory council that includes parents, local providers, and other community leaders from diverse economic and geographic backgrounds, including tribal representation, with a stake in early childhood efforts. This council will be formed by the end of 2013 and will play a central role in advising the state on grant implementation.

This council will offer a regular forum for state agencies to hear from and make decisions with community stakeholders about the state's comprehensive plan and the grant activities that are an important part of that plan. The council will focus on (a) integrating programs across agencies at the state and local levels, (b) understanding local challenges, and (c) learning from successful local efforts. The council will also hold regular community forums and workshops across the state to obtain insight from parents of children with high needs and other community leaders. The voices of parents must be heard relentlessly and seriously if communities and the state are to make meaningful progress toward the four early childhood outcomes.

This work will complement the efforts of the Great Start Early Learning Advisory

**Table (A)(3)-1: Governance-related roles and responsibilities**

Lead Agency	Governance-related roles and responsibilities
Michigan Department of Education	<ul style="list-style-type: none"> <li>-Serve as fiduciary for RTT-ELC grant.</li> <li>- Be accountable for meeting goals, timelines, budget and annual targets established in the state's plan.</li> <li>-Adhere to annual draw down schedule tied to goals, timelines, budget and targets.</li> <li>-Prepare annual report that meets criteria outlined in this grant.</li> <li>-Convene the deputy directors from MDE, DCH, and DHS to forge or refine policy related to the implementation of the grant and achievement of its goals and provide regular reports to the People, Health, and Education Group, the governor's executive leadership body composed of the directors of MDE, DHS, and DCH.</li> <li>- Address and resolve interagency disputes and policy issues that may arise in the implementation of the grant through the Great Start Strategy Team (GSST) and deputy department directors.</li> <li>-Staff and serve on the GSST, which develops strategies and tactics for implementation of the grant and recommends policy changes to the three department deputy directors</li> <li>-Staff and serve on the RTT-ELC Grant Implementation Group (GIG), which is responsible for day-to-day operations, reporting to the OGS Deputy Superintendent, and coordinating with GSST.</li> <li>-Convene a new advisory body with parent and community leadership from across Michigan that systematically offers opportunities for such leadership to work with state-level leaders on policy and implementation of this grant.</li> <li>-Continue to participate in the CCDF program and programs authorized under Section 619 of Part B of IDEA and Part C of IDEA.</li> <li>-Continue to implement a longitudinal data system that includes the 12 elements described in section 6401(e)(2)(D) of the America Competes Act and work to link this system to the state's early learning data system implemented under this grant.</li> <li>-Make any work developed under this grant freely available to the public.</li> </ul>
Participating Agencies	
Michigan Department of Community Health	<ul style="list-style-type: none"> <li>-Work closely and regularly with the deputy directors from MDE and DHS to forge or refine policy related to the implementation of the grant and achievement of its goals and provide regular reports to the People, Health, and Education Group, the governor's executive leadership body composed of the directors of MDE, DHS, and DCH.</li> <li>-Continue implementation of the Early Childhood Comprehensive Systems (ECCS) grant.</li> <li>-Continue to participate in the Maternal, Infant, and Early Childhood Home Visitation (MIECHV) program.</li> <li>-Continue to participate in Project LAUNCH.</li> <li>-Continue to participate in Title V Block Grant program.</li> <li>-Continue to participate in Medicaid and EPSDT.</li> <li>-Continue to participate in MICHild (SCHIP).</li> <li>-Appoint contact person(s) for the RTT-ELC GIG and the GSST, where operations, strategy, and tactics issues will be addressed.</li> <li>- Address and resolve interagency disputes and policy issues that may arise in the implementation of the grant through the Great Start</li> </ul>



**Table (A)(3)-1: Governance-related roles and responsibilities**

	Strategy Team (GSST) and deputy directors.
Michigan Department of Human Services	<ul style="list-style-type: none"> <li>-Work closely and regularly with the deputy directors from MDE and DCH to forge or refine policy related to the implementation of the grant and achievement of its goals and provide regular reports to the People, Health, and Education Group, the governor's executive leadership body composed of the directors of MDE, DHS, and DCH.</li> <li>- Appoint contact person(s) for the RTT-ELC GIG and the GSST, where operations, strategy, and tactics issues will be addressed.</li> <li>- Address and resolve interagency disputes and policy issues that may arise in the implementation of the grant through the Great Start Strategy Team (GSST) and deputy directors.</li> </ul>
Early Childhood Investment Corporation	<ul style="list-style-type: none"> <li>-Appoint contact person(s) for the RTT-ELC GIG and the GSST, where operations, strategy, and tactics issues will be addressed.</li> <li>-Assure the coordination of the Great Start Early Learning Advisory Council (GS-ELAC) state plan in service to the RTT-ELC grant.</li> <li>-Address and resolve interagency disputes and policy issues that arise in the implementation of the state's plan through the Great Start Strategy Team.</li> </ul>
<b>Other Entities</b>	
State advisory council on early childhood education and care – <i>Great Start Early Learning Advisory Council (GS-ELAC)</i>	-Assure coordination between GS-ELAC state plan and Michigan's state plan through shared membership on GSST and status updates provided by RTT-ELC GIG at each GS-ELAC meeting. And as appropriate coordination and alignment of projects.
State Interagency Coordinating Council for Part C of IDEA – <i>Michigan Interagency Coordinating Council</i>	-Advise and assist the lead agency for the grant on policy and operational issues that arise in the implementation of the RTT-ELC that concern part C of IDEA.
Other <i>Specify: Great Start Strategy Team</i>	<ul style="list-style-type: none"> <li>-Develop strategies and tactics to carry out the grant activities and guide the RTT-ELC GIG in carrying them out.</li> <li>-Recommend policy refinements to deputy directors based on assessment of issues arising from grant implementation.</li> <li>-Facilitate GIG implementation of grant activities</li> <li>-Resolve operational issues, including conflicts among grant activities</li> </ul>

**Table (A)(3)-2: Early Learning Intermediary Organizations and local early learning councils (if applicable)**

List every Intermediary Organization and local early learning council (if applicable) in the State	Did this entity provide a letter of intent or support which is included in the Appendix (Y/N)?
Children's Leadership Council of Michigan	Y
Early Childhood Investment Corporation (ECIC)	Y
Early Learning Neighborhood Collaborative	Y
Fight Crime, Invest in Kids	Y
First Children's Finance	Y
Michigan ACCESS (American Associate Degree Early Childhood Educators	Y

The evaluation of health status must include vision and hearing reports that may be derived from the following sources:

- A. Recent vision and hearing report from doctor (within three months if the child is under 18 months, within six months if older). If the child is under three months of age, the newborn hearing screening result may be used.
- B. A new vision and hearing report from a doctor or health department.
- C. *Early On* provider conducts an objective vision and hearing screening.
- D. *Early On* provider conducts a subjective vision and hearing screening.

When conducting evaluations, *Early On* will adjust for prematurity for every child born earlier than 37 weeks gestation, and continue to adjust in ongoing assessment activities until the child reaches the chronological age of 24 months.<sup>2</sup> After the child is two years old (chronologically), adjustments for prematurity will be discontinued.

*Use of native language during evaluation and assessment (§ 303.321)*

Unless clearly not feasible to do so, all evaluations and assessments of a child must be conducted in the native language of the child, and all family assessments must be conducted in the native language of the family members being assessed.

*Assessment of the child and family (§ 303.321)*

The child/family assessment is the process of gathering any additional information that is needed to develop the IFSP.

*Child assessment*

During the needs assessment process, *Early On* and the family will carry out any additional child assessment activities that are needed for IFSP development. Much of the information needed to develop the initial IFSP may have already been gathered in order to establish eligibility. If not, child assessment activities will be carried out at this point to inform the development of the IFSP so that it is based on the needs of the child. The information used to define the child's unique strengths and needs and the early intervention services appropriate to meet those needs must include all of the following:

- A. Review of the child's evaluation results.
- B. Personal observations of the child.
- C. Identification of the child's needs in each of the following developmental areas:
  - 1. Cognitive
  - 2. Communication
  - 3. Social/emotional
  - 4. Adaptive (self-help)
  - 5. Physical (vision, hearing, gross and fine motor)

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<sup>2</sup> The adjustment for prematurity consists of subtracting the number of weeks of prematurity (i.e., the difference between 40 weeks of full-term gestation and the number of actual weeks of gestation) from the child's current chronological age. The result is the corrected chronological age, adjusting for prematurity.

**Memorandum of Understanding Between**  
**Michigan Part C of the Individuals with Disabilities Education Act**  
**(aka *Early On*®)**  
**and**  
**Michigan Part B of the Individuals with Disabilities Education Act,**  
**Section 619**  
**for**  
**Early Childhood Transition Support**

**Issue**

Effective July 1, 2012, the United States Department of Education, Office of Special Education Programs (OSEP), mandated an intra-agency agreement under 34 CFR 303.209(a)(3)(i)(B) between the program within the State Education Agency (SEA) that administers Part C of the Individuals with Disabilities Education Act (IDEA) and the program that administers section 619 of the Act. Michigan law mandates special education support to all eligible children from birth up to 26 years of age. Michigan has defined potentially eligible for Part B to include all toddlers receiving services under both Part C of IDEA and Michigan Mandatory Special Education (MMSE) as these toddlers may be eligible to continue receiving services under MMSE and Part B of IDEA. The local or regional education agency is responsible for the provision of the special education supports and services to all eligible children within their jurisdiction. The regional education agency (intermediate school district or regional education service agency) is also responsible for the provision of early intervention services under Part C of the IDEA (aka *Early On*).

The IDEA Part C early childhood transition requirements detailed in 34 CFR 303.209(a) through (f) and 34 CFR 300.101(b), 300.124, 300.321(f), and 300.323(b) are accorded through this agreement.

**The State Lead Agency for Part C agrees to ensure the following:**

*Transition Notification* – The local lead agency for Part C will send a communique to the child's resident local education agency (LEA) that the child has received support from Part C, has been determined potentially eligible for Part B, and will shortly turn three years old and exit the Part C program. This notification will also serve as the SEA notification regarding a toddler exiting Part C and potentially eligible for Part B section 619. In addition, the local lead agency for Part C will confirm notification to the SEA via the state student data system. The notifications to both LEA and SEA shall occur not fewer than 90 days prior to the child's third birthday as

required by 34 CFR 303.209(b). For children found eligible for Part C services more than 45 days but less than 90 days before that toddler's third birthday, the notification will take place as soon as possible after determining the toddler's eligibility. The notifications to the SEA and LEA will include the child's name, date of birth, and parent contact information (including names, addresses, and telephone numbers).

*Transition Conference* – The local lead agency, with the family's approval, will conduct a transition conference among the lead agency, the family, and the LEA for each toddler with a disability, who received Part C services, has been determined potentially eligible for Part B (also received MMSE services) and who will be exiting the Part C program. The purpose of the transition conference is to discuss any services the toddler may receive under Part B of IDEA. This conference will be held no later than 90 days before the toddler's third birthday, but, at the discretion of all parties, up to nine months before the toddler's third birthday as indicated in 34 CFR 303.209(c)(1).

If a toddler with a disability who received Part C services is not potentially eligible for Part B preschool services (did not receive MMSE services), with the family's approval, the local lead agency will make reasonable efforts to conduct a conference among the lead agency, the family, and providers of other appropriate services to discuss other appropriate services that the toddler may receive as required by 34 CFR 303.209(c)(2).

The transition conference must meet the requirements in 34 CFR 303.342(d) and 34 CFR 303.342(e). As required by 34 CFR 343(a), participants in the transition conference will also include:

- The parent or parents of the child;
- Other family members, as requested by the parents, if feasible to do so;
- An advocate or person outside of the family, if requested by the parents;
- The designated service coordinator;
- A person or persons directly involved in evaluations and assessments; and
- As appropriate, persons who will be providing early intervention services to the child and family.

*Transition Plan* – The local lead agency will provide each infant and toddler with a disability, exiting the Part C program, a transition plan incorporated within the Individualized Family Service Plan.

The transition plan will:

- include a review of the future program options;
- include a review of program options for the period from the toddler's third birthday through the remainder of the school year;
- involve the family in the development of the plan;
- be established in the IFSP no later than 90 days before the toddler's third birthday, but, at the discretion of all parties, up to nine months before the toddler's third birthday; and
- include the appropriate transition steps and services to be taken to support the smooth transition of the child, in accordance with 34 CFR 303.209.

The steps will include:

- discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition;
- procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
- confirmation that the required child find information has been transmitted to the operating ISD or LEA or other relevant agency in accordance with 34 CFR 303.209(b) and, with parent consent if required under confidentiality of information provisions in 34 CFR 303.414, transmission of additional information needed by the LEA to ensure continuity of services from the Part C program to the Part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP developed in accordance with 34 CFR 303.340 through 303.345; and
- identification of transition services and other activities that the IFSP team determines are necessary to support the transition of the child.

The IFSP meeting to develop the transition plan must meet the requirements in 34 CFR 303.342(d) and 34 CFR 303.342(e). As required by 34 CFR 343(a), participants in the IFSP meeting to develop the transition plan will also include:

- The parent or parents of the child;
- Other family members, as requested by the parents, if feasible to do so;
- An advocate or person outside of the family, if requested by the parents;
- The designated service coordinator;
- A person or persons directly involved in evaluations and assessments; and
- As appropriate, persons who will be providing early intervention services to the child and family.

*Combining the Transition Conference with the Transition IFSP Meeting* - In accordance with 34 CFR 303.209(e), the transition conference and the IFSP meeting to develop the transition plan may be combined into one meeting as long as they meet the requirements in 34 CFR 303.342(d) and 34 CFR 303.343.

**The Local Part B of IDEA Agency agrees to ensure the following:**

*The Individualized Educational Program (IEP) by the Third Birthday* - Each LEA (or its designee) will develop and implement an IEP for all eligible children referred by Part C by their third birthday. In accordance with 34 CFR 300.323(b), for all children who transition from Part C services to Part B, the IEP team must consider an IFSP that contains the IFSP content (including the natural environments statement) described in IDEA section 636(d) and its implementing regulation when developing the initial IEP.

*Resident LEA acting on behalf of the SEA for purposes of SEA Notification* - Each resident LEA (or its designee) will act on behalf of the SEA for the receipt of SEA notifications regarding a toddler exiting Part C and potentially eligible for Part B section 619.

*Resident LEA participating in the Transition Conference* - Each resident LEA (or its designee) must participate in transition conferences arranged by the lead agency for toddlers potentially eligible for preschool services.

*Invitation of the Part C Service Coordinator to Initial IEP Meeting* – The Part C Service Coordinator, at the request of the parent, is to be invited to the initial IEP meeting.

**Signature Section**

The individual or office signing this agreement certifies by his/her signature that they are authorized to sign this agreement on behalf of the participating program.

Michigan Department of Education  
Office of Great Start/Early Childhood Education and Family Services  
Infant/Toddler and Family Services  
Reneé DeMars-Johnson, Supervisor  
517-241-0162  
[demars-johnsonr@michigan.gov](mailto:demars-johnsonr@michigan.gov)

Reneé DeMars-Johnson 4-10-2014  
Signature Date

Michigan Department of Education  
Office of Great Start/Early Childhood Education and Family Services  
Preschool and Early Elementary Programs  
Richard Lower, Supervisor  
517-373-8512  
[lowerr@michigan.gov](mailto:lowerr@michigan.gov)

Richard Lower 4-11-14  
Signature Date

## **I. Transition**

### *Transition to preschool and other programs (§ 303.209)*

The State has developed procedures for transitioning infants and toddlers under the age of three and their families from *Early On*. Some of the toddlers are eligible for early childhood special education programs under Part B and MMSE, while others are eligible for related special education services defined in the MARSE. Still others will exit *Early On* with sufficient growth in their development to no longer require special services.

As required in regulation when the Part C lead agency is the State Education Agency (MDE), an intra-agency agreement was drafted for submission to the ED. That intra-agency agreement, between the unit within the MDE Office of Great Start/Early Childhood Education and Family Services (OGS/ECEFS) administering Part C and the unit within the MDE OGS/ECEFS administering Part B, section 619, ensures administrative oversight of the transition requirements outlined in statute and regulation.

### *Notification to SEA and LEA*

All toddlers receiving services under both Part C of IDEA and MMSE may be eligible to continue receiving services under MMSE and Part B of IDEA, and therefore are considered "potentially eligible" for, preschool special education services under Part B of the Act. For any toddler receiving *Early On* services, and who may be eligible for preschool services under Part B of IDEA, Federal regulations require a notification be sent to the State Education Agency (SEA) and the Local Education Agency (LEA) where the child resides. The report notifies the SEA and the LEA that the toddler will reach the age of eligibility for services under Part B of the Act on his or her third birthday.

The following expectations regarding transition notification apply:

- A. Notification must occur not fewer than 90 days before the toddler's third birthday.
- B. If the toddler is determined eligible for early intervention services under *Early On* more than 45 days, but less than 90 days before that toddler's third birthday, and s/he may be eligible for preschool services under Part B of the Act, the local lead agency, as soon as possible after determining the child's eligibility, notifies the SEA and LEA for the area in which the toddler resides.
- C. If the toddler is referred to *Early On* fewer than 45 days before that toddler's third birthday and the toddler may be eligible for preschool services under Part B of the Act, the local lead agency refers the toddler to the SEA and LEA for the area in which the toddler resides; but the lead agency is not required to conduct an evaluation, assessment, or an initial IFSP meeting.

The lead agency, must disclose to the SEA and to the LEA where the toddler resides, the following personally identifiable information under the Act, as allowed under § 303.401(d):

- A. The child's name.
- B. The child's date of birth.
- C. Parent contact information (including parents' names, addresses, and telephone numbers).

For each child exiting *Early On*, notification to both the LEA and the SEA will take place as detailed in the intra-agency agreement between the unit within the MDE Office of Great Start/Early Childhood Education and Family Services (OGS/ECEFS) administering Part C and the unit within the MDE OGS/ECEFS administering Part B, Section 619.

*Early On* will inform parents that notification is provided to the Local Educational Agency (LEA)/State Education Agency of child's potential eligibility for Part B special education services.

#### Transition conference to discuss services

For a child who is potentially eligible for preschool services under Part B of the Act (a child receiving services under Part C of IDEA and also under MMSE):

With the approval of the family, the local lead agency convenes a conference, among the lead agency, the family and the LEA, not fewer than 90 days and at the discretion of all parties, not more than nine months, before the toddler's third birthday to discuss any services the toddler may receive under Part B of the Act.

For a child who is not potentially eligible for preschool services under Part B of the Act (a child receiving services under Part C of IDEA, but who is not eligible and receiving services under MMSE):

With approval of the family, the local lead agency makes reasonable efforts to convene a conference among the lead agency, the family, and providers of other appropriate services for the toddler to discuss appropriate services that toddler may receive.

#### Transition plan

A transition plan is required for all toddlers with disabilities. The local lead agency must:

- A. Review the program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year;
- B. Ensure the family of a toddler with a disability who is served under Part C is included in the development of the transition plan; and
- C. Establish a transition plan in the IFSP, not fewer than 90 days and at the discretion of all parties, not more than nine months, before the toddler's third birthday.



The transition plan is embedded in the IFSP and includes the steps to exit from *Early On*, and the steps and services to be taken to support the smooth transition of the child to preschool programs or related services under Part B of IDEA (to the extent that those services are appropriate and the child is eligible), or to other services that may be available (if appropriate, particularly for those toddlers exiting *Early On* and who are not currently eligible for MMSE). The regulations (§ 303.344(h)(2)) identify the following steps to support a smooth transition for toddlers and their families:

- A. Have discussion with, and offer training of parents, as appropriate, regarding future placement and other matters related to the child's transition;
- B. Identify procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
- C. Confirm that the child find information about the child has been transmitted to the LEA or other relevant agency, following notification procedures and procedural safeguards, and also transmit any additional information needed by the LEA to ensure continuity of services from *Early On* to a Part B program or related services. This additional information may include a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP developed; and
- D. Identify transition services and other activities that the IFSP team determines are necessary to support the transition of the child.

*Transition conference and meeting to develop transition plan*

The conference to discuss transition services and the meeting to develop the transition plan:

- A. May be combined into one meeting.
- B. Must be conducted:
  - 1. In settings and at times that are convenient for the family; and
  - 2. In the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.
- C. Requires that:
  - 1. The meeting arrangements be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.
  - 2. The contents of the IFSP be fully explained to the parent, and informed written consent must be obtained prior to the provision of early intervention services described in the IFSP.
  - 3. Each early intervention service must be provided as soon as possible after the parent provides consent for that service.
  - 4. The following participants are included:
    - a. The parent or parents of the child.
    - b. Other family members, as requested by the parent, if feasible to do so.
    - c. An advocate or person outside of the family, if the parent requests that the person participate.
    - d. The service coordinator designated by the local lead agency to be responsible for implementing the IFSP.

- e. A person or persons directly involved in conducting the evaluations or assessments.
- f. As appropriate, the persons who will be providing early intervention services to the child or family.
- g. The LEA or providers of other appropriate services.
- 5. If a person or persons directly involved in conducting the evaluations or assessments is unable to attend the meeting, arrangements must be made for the person's involvement through other means, including one of the following:
  - a. Participating in a telephone conference call.
  - b. Having a knowledgeable authorized representative attend the meeting.
  - c. Making pertinent records available at the meeting.

*Coordination with Head Start and Early Head Start, early education, and child care programs (§ 303.210)*

On June 29, 2011, the Governor of Michigan signed Executive Order 2011-8 which created the Office of Great Start (OGS) in the MDE. OGS brought child development and care subsidy and quality programs, as well as the Head Start State Collaboration Office, to MDE to join existing early childhood programming including *Early On*, early childhood special education (Part B, Section 619), Great Parents, Great Start (parenting information initiative), and the Great Start Readiness Program (the State-funded prekindergarten program) under one office. OGS is charged to align the States early learning and development investments to achieve a single set of shared outcomes. Individuals with leadership roles from the OGS participate in the Great Start Early Learning Advisory Council convened under the Head Start act.

*State option to make services under this part available to children ages three and older (§ 303.211)*

Michigan does not offer Part C services to children ages three and older, as allowed under Federal statute and regulations. However, this does not preclude activities occurring during the transition from *Early On* to Part B, section 619.

*Additional information and assurances (§ 303.212)*

Through submission of the Federal application, MDE annually updates ED on the steps being taken to ensure equitable access to, and equitable participation in *Early On*.